DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 5090.10
N4
5 APR 2016

NAVSUPPACT NAPLES INSTRUCTION 3100.10

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION PROGRAM

Ref:
(a) Safe Drinking Water Act (SDWA), Public Law 93-523
(b) Environmental Final Governing Standards
(c) Overseas Environmental Baseline Guidance Document
(d) UG-2029-ENV, Cross-Connection Control and Backflow Prevention Program Implementation at Navy Shore Facilities, May 1998
(e) OPNAVINST 5090.1D
(f) Cross-Connection Control Manual, Foundation for Cross-Connection Control and Hydraulic Research (FCCCHR)
(g) Recommended Practice for Backflow Prevention and Cross-Connection Control: M14 American Water Works Association (AWWA), 3rd Edition
(h) NAVMED P-5010, Sections 5.15 and 5.16
(i) CNICINST 5090.1
(j) CNICINST 5090.2
(k) CNICINST 5090.3
(l) NAVFACEURAFSWAINST 11330.1
(m) NAVSUPPACT Naples SOP DW 004 Backflow Preventer Disinfection

Encl:
(1) Definitions
(2) Test and Maintenance Report
(3) Annual Test Notification - Final Notice
(4) Cross Connection Control and Back Flow Protection Program Non-Compliance Letter

1. Purpose. To establish U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy procedures and responsibilities for the potable water systems cross-connection control (CCC) and backflow prevention program (BFP), herein referred to as "Program". The Program is established for the purpose of detecting and preventing cross-connections between potable and non-potable water systems that create or have the potential to create an imminent and substantial danger to public health via potable water contamination. The goal of the Program is to ensure safe water that is fit for human consumption (FFHC).

2. Background. NAVSUPPACT Naples, Italy oversees the mission to ensure drinking water is safe and FFHC within its area of responsibility. The Public Works Department (PWD) has the responsibility to establish and maintain the Program. The Program has two key elements to ensure FFHC water: utilize a CCC Survey to identify possible hazards and mitigate those hazards; establish and maintain a BFP. This instruction establishes the elements and responsibilities of the Program.

3. Applicable Regulations. References (a) through (m) apply.

4. Administration. This instruction establishes NAVSUPPACT Naples' Program, describes roles and responsibilities for CCC and BFP, and establishes program oversight. Departments, and Tenant Commands under NAVSUPPACT Naples' area of responsibility shall comply with this instruction. NAVSUPPACT Naples must also meet Department of Defense (DoD) Environmental requirements, including the Overseas Environmental Baseline Guidance Document (OEBGD), country-specific Environmental Final Governing Standards (EFGS) and other applicable requirements, such as international agreements, in-theater Commander directives, and DoD and service policies.

a. Commander, Navy Installation Command (CNIC)- Management and oversight of the Navy Overseas Drinking Water (ODW) Ashore Program remains at CNIC Headquarters, as the Navy Executive Agent (EA) for ODW.

b. Water Quality Oversight Council (WQOC)

(1) Reports to the EA on a regular basis as the overall governing body for water quality.

(2) Members include. Chairman-CNIC N4, Director of Facilities and Environmental, Navy Facilities Engineering Command (NAVFAC) Headquarters (HQ) Environmental and Facilities/Public Works, Bureau of Medicine and Surgery (BUMED) HQ, Navy and Marine Corps Public Health Center, NAVFAC Atlantic and Pacific, and NAVFAC Engineering and Expeditionary Warfare Center.

(3) Determines overarching policies and makes associated decisions and takes actions.

(4) Conducts Sanitary Surveys.

c. Regional Commander (REGCOM). The REGCOM chairs the Regional Water Quality Board (RWQB).

d. Commander, Navy Region Europe, Africa, Southwest Asia (CNREURAFSWA) Regional Water Quality Board (RWQB).

(1) Oversees the installations' drinking water programs, ensuring compliance and consistency.

(2) Members include: CNREURAFSWA N4 and N45, representatives from the CNREURAFSWA N45/Environmental office, NAVFAC Facilities Engineering Command (FEC) Public Works Utilities, Navy Region Preventive Medicine Authority, Region Public Affairs Office, and Region Counsel.

(3) Reports to the WQOC for all drinking water matters.

(4) Responsible for the Program oversight, including program evaluation.

e. Commanding Officer (CO)

(1) Assumes overall responsibility for execution of the Program.

(2) Ensures that sufficient personnel are assigned and properly trained/certified to implement the Program.

(3) Ensures lines of communication exist between various personnel to implement the Program.

(4) Establishes and enforces an effective procedure to ensure appropriate review of design plans and specifications for new construction and/or modification of interior and exterior plumbing.

(5) Ensures adequate funding is available to execute the Program.

(6) Ensures Program requirements are documented.

f. Public Works Officer (PWO)

(1) The PWO shall be the Program Coordinator and is responsible for cross-connection control and backflow prevention policy matters.

(2) Provides the CO input for implementation of the Program to include:

(a) Program funding and personnel requirements.

(b) Progress and accomplishment reports.

(c) Assigns responsibilities for Program implementation.

(3) Ensures Program responsibilities are carried out by the Public Works Department.

(4) Ensures Program personnel are adequately trained and certified.

g. Installation Environmental Program Director (IEPD)

(1) Ensures Program responsibilities are carried out by the Environmental Division (EV).

(2) Provides the PWO input on Program policy matters and serves as the point of contact for site visits and inspections.

(3) Ensures program compliance with EFGS requirements.

(4) Ensures public awareness and educational information is provided to users concerning the Program.

h. Environmental CCC/BFP Manager

(1) Provides compliance review of the quarterly BFP inventory and test results.

(2) Reports to the IEPD Program progress and accomplishments.

(3) Joins BFP Inspector, as necessary, with water distribution and building inspections to identify, isolate, record, and correct cross-connections and other potential sources of water system contamination.

(4) Reports non-responsive Program violators up the chain-of-command for awareness and potential enforcement actions.

(5) Ensures unprotected high-hazard connections are adequately protected or removed within 48 hours of notification of the violation.

(6) Assists the IEPD with public awareness and educational information programs for users concerning the Program.

(7) Reviews new projects for compliance with the Program.

(8) Ensures Program testing and repair records are maintained for ten years and records of documented corrective actions to correct breaches of criteria are maintained for three years.

i. BFP Regional Program Manager

(1) Maintains the BFP Inventory spreadsheet data base to include model make, model number, size, serial number, date installed, building number, location (floor number, room number), system type, degree of hazard, date tested/certified, test frequency, status (pass/fail), remarks (repairs made/required), test results, and the name, certification number, and certificate issuing authority of the inspector.

(2) Ensures the high-hazard (health hazard) BFPs are certified once every six months, and low-hazard (non-health hazard) BFPs are certified once every twelve months by properly trained and licensed testers.

(3) Provides FMD with monthly schedule for BFP test/certification as indicated by the BFP inventory database.

(4) Ensures Program personnel are adequately trained and certified.

(5) Maintain a list of the licensed backflow testers and their training certificates.

(6) Ensure that inventories are kept up-to-date in Computer Management Maintenance software (Maximo) and iNFADS and that the direct condition rating of the assembly is updated annually.

(7) Reviews and approves design changes to the potable water system.

(8) Is certified by AWWA to administer cross-connection control programs, to take cross-connection control surveys, and to determine the need for the installation of backflow prevention assemblies.

(9) If the BFP Program Manager position is vacant or gapped, then the Facility Condition Assessment Program will temporarily fill this role.

j. Site Program Coordinator (Facilities Management & Sustainment (FM&S) Branch Head)

(1) Implements the day-to-day operational requirements of the Program.

(2) Ensures Program responsibilities are carried out by FM&S Branch staff.

(3) Ensures Program personnel are adequately trained and certified to perform inspections, testing, and certification.

(4) Provides Test and Maintenance Reports via Maximo; and provides field reports and Operator certifications to the Environmental CCC/BFP Manager.

(5) Documents non-compliant BFP certification test results via Preventive Maintenance and Inspection (PMI) and follow on work orders, and provides the schedule for compliance to the Environmental CCC/BFP Manager.

(6) Provides the Installation Production Division Director with the information concerning personnel requirements.

(7) Identify in writing a Cross Connection Control Specialist and Backflow Assembly Tester.

(8) Coordinates with Utilities and Energy Management (UEM) Branch Head during water outage events for flushing and sanitizing water distribution system to ensure compliance with this instruction. Note: UEM coordinates with Preventive Medicine for water sampling and approval prior to bringing water distribution system back on line.

k. BFP Inspector or Site Program Manager

(1) Conducts water distribution inspections on new FMS construction work (note: FEAD is responsible for their new construction projects), and building inspections to identify, isolate, and record any corrective action to cross-connections and other potential sources of water system contamination.

(2) Reports to the Site Program Coordinator any unprotected high-hazard connections that must be adequately protected/removed and any non-responsive program violators within 48 hours of notification of the violation.

(3) Tests and certifies BFPs in accordance with test schedule provided by FMD via Maximo [ensures test equipment is calibrated per references (f) and (g)].

(4) Provides test and maintenance reports and certification test results via PMI and follow on work orders, to the Environmental CCC/BFP Manager and corrective actions taken to correct violations.

(5) Takes corrective action to repair or replace defective BFPs.

(6) Provides the Site Program Coordinator any previously undocumented testable BFP devices identified to be placed on the inventory list with model make, model number, system type, size, serial number, degree of hazard, date installed (if known), building number, facility type, and location (floor number, room number.)

l. Facilities Engineering and Acquisition Division (FEAD)

(1) Reviews all project plans, and specifications to ensure that potential cross-connections are identified on interior and exterior plumbing, and that proper BFPs are installed.

(2) Consults EV Drinking Water Program Manager for Program requirements during design review process.

(3) Ensures tenant provides funds for PW Shops to certify BFP.

(4) Receives BFP certification from PW Shops prior to project approval and acceptance.

(5) Makes recommendations for installation of BFP devices on new construction projects as required by the Program.

(6) Provides Operations and Maintenance Manual and Service Instructions (OMSI) (that includes BFP data) to FMD Infrastructure Condition Assessment Program Coordinator for addition to BFP inventory upon project acceptance to include model make, model number, system type, size, serial number, degree of hazard, date installed, building number, facility type, location (floor number, room number), date tested/certified, and the name, certification number and certificate issuing authority of the inspector.

5. Procedures

a. New Facilities

(1) New facilities are to be designed without cross-connections. If a cross-connection cannot be avoided, then the design must provide adequate backflow protection through the use of approved BFPs (See Section 10). BFP selection should be based on the degree of hazard associated with the cross-connection. Plans and specifications for new facilities must be provided to BFP Regional Program Manager and Environmental Division for technical review and approval prior to construction.

(2) All connections/alterations to the water distribution system shall be reviewed and approved by the Public Works Department via the Work Induction Board. If a tenant attaches equipment to the water distribution system, the tenant must ensure that there are no cross connections. If a cross connection situation arises, the tenant will be required to remove the cross connection or fund the installation of an

approved backflow prevention assembly to safeguard the water distribution system. The tenant must also fund and conduct preventive maintenance and testing by a certified backflow prevention specialist on the backflow prevention assembly according to its hazard classification.

(3) All newly installed BFPs will be tested, properly tagged, and certified by a licensed backflow prevention tester before being placed into service per references (f), (g) and (m).

b. Existing Facilities

(1) The BFP Regional Program Manager will perform an annual backflow prevention inspection and program review of all facilities and utilities Backflow Assemblies and Devices region-wide and provide a summary report to each PWD customer region-wide. The BFP Regional Program Manager will perform a five year cross-connection control Survey region-wide for all facilities and utilities. The Survey will include a review of facility and utility's entire internal water plumbing system and will also include a report to be provided to FMD and Environmental Division. The Survey will include inspection of the various fixtures, water-using equipment, etc. From the data collected in the survey, the BFP Regional Program Manager shall identify:

(a) location of possible or actual cross-connections

(b) degree of hazard

(c) location and adequacy of existing BFPs

(d) need for installation of additional BFPs

(2) All existing BFP devices will be identified, certified for proper installation and operation, and placed into Maximo during the initial survey of the facility.

(3) BFP devices will be certified using test equipment and test procedures conforming to those outlined in references (f) and (g). Only tests performed by certified testers will be accepted. BFP devices will be tested and certified on an annual basis for BFP devices with a low-hazard classification; and every six months for BFP devices with a high-hazard classification.

(4) When cross-connections are identified, the problem will be eliminated or isolated by installing an approved BFP device with appropriate level of hazard protection. Installation of the BFP will comply with this instruction and the manufacturer's recommendations. Termination of water service is required in situations where illness or death is attributable to the lack of, or inadequate maintenance of, a BFP.

(5) Recommendations from the inspector will be forwarded to the IEPD or their designee for implementation. All newly installed BFPs, which are required to be tested, will be tested and certified prior to being placed into service. If the assembly to be installed will cause a reduction in water pressure, building occupants will be notified. Any backflow device to be installed will be selected from the most current list of approved cross-connection control devices (see paragraph 10). A licensed backflow tester will complete testing and certification, as necessary, prior to placing the system back in service. All certificates will be forwarded to the IEPD or their designee. Copies of certificates will be maintained in the history file.

c. BFP Inspector or Site Program Manager Training/ Education.

(1) The in-house BFP Inspector or Site Manager must be properly trained and certified as Backflow Assembly Tester, and must maintain his/her certification. The training requirements for BFP Inspector are specified in reference (d).

(2) If Base Operating Services Contracts (BOSC) personnel are used for the implementation of any portion of the program, these individuals must be properly trained and certified as Backflow Assembly Testers and must maintain certifications. Copies of certificates will be forwarded to the IEPD or their designee. Copies of certificates will be maintained in the history file.

(3) If personnel who maintain the water system on property leased by the Navy are used for the implementation of any portion of the program, these individuals must be properly trained and certified as Backflow Assembly Testers and must

maintain certifications. Copies of certificates will be forwarded to the IEPD or their designee. Copies of certificates will be maintained in the history file.

6. Records

a. Locations of Assemblies and Other Types of Non-Testable Devices. Historical files will be maintained by FMD for each facility via Maximo. This file will contain results of the building survey, a description and location of each potential cross-connection site, and a list of each non-potable liquid system and potable water system connections. This file will also include a list of BFP device locations and types and be updated annually or when changes are made to the system.

b. Testing and Maintenance. Records of BFP Assembly inspections, tests, repairs, overhauls, or replacements will be maintained by the IEPD or their designee for a period of not less than 10 years. These records will include documentation to verify that BFPs were properly installed, certified, repaired, retested, and maintained. All Completed Backflow Assembly Test and Maintenance Reports, enclosure (2) with a discrepancy shall be scanned with the completed PMI or Work order and entered into Maximo.

7. Notification

a. Testing Due

(1) The certification interval for the BFPs will depend on the degree of hazard. For high-hazard BFPs, testing and certification will be performed every six months, at a minimum. Low-hazard BFPs will be tested and certified every twelve months, at a minimum. The certification schedule will be maintained with the building records, and managed through Maximo. The Building Manager will be informed when testing is to take place. Outages will be coordinated with customers via the Facility Operations Specialist and the Building Manager to ensure timely maintenance of BFPs.

(2) Semi-annual and annual maintenance testing may include minor repairs. If the initial test fails, minor repairs shall be performed and the BFP will be re-tested for

certification. Repairs for failed devices must be scheduled and completed within thirty (30) days of the failure. If unauthorized cross connections are found in a high hazard area they will be removed within 48 hours of discovery. If unauthorized cross connections are found in a low hazard area they will be removed with 30 days of discovery.

(3) All testing equipment shall be calibrated on an annual basis and calibration records shall be maintained per paragraph 6(b).

b. Violations. When violations are detected, the IEPD and the BFP Inspector will be notified. If corrective actions are not taken in a timely manner the violation and supporting details will be forwarded to the CO for notification and potential termination or denial of potable water service.

c. Termination or Denial of Service. If termination of water service is required, a letter will be issued from the Facilities Management Division to the building manager of the facility stating the nature of the hazardous condition that threatens the safety of the water system. The Building Manager will be provided a date that corrective actions must be completed by or water service will be terminated. Water service will not be restored until the deficiency has been corrected or eliminated. Water service can also be terminated based on a lack of BFP device maintenance.

d. Non-testable BFP Devices. All non-testable BFP devices [ie. Hose bib vacuum breakers (HBVB)] will be replaced every five years. In addition, if a HBVB is discovered to be missing or is necessary for cross connection control, the BFP Inspector or Site Program Manager will notify the Site Program Coordinator and IEPD, and the Facility Operation Specialist for that building will immediately submit a service call to correct the deficiency.

8. Reporting. Following testing and certification, all records will be updated by the BFP Regional Program Manager and a report will be filed annually with the IEPD and Site Program Coordinator.

9. Backflow Preventer Certified Inspectors List. The BFP Regional Program Manager will maintain and update the list of certified BFP Inspectors with in the Region.

10. Approved Assembly List. All BFPs are to be installed as Assemblies and must be selected from the latest list of Approved Backflow Assembles published by the University of Southern California Foundation for Cross Connection Control and Hydraulic Research (USC FCCCHR) which can be found at the foundation's web site.

11. BFP Assembly Standardization. All BFPs must be listed in USC FCCCHR and meet U.S. standards for testing/certification.

12. Funding

a. Funding responsibility for Program execution will be provided by the Region on CNIC and CNREURAFSWA owned locations.

b. Funding responsibility for tenant-occupied locations will be provided by the activity that has funding responsibility for the equipment requiring the BFP assembly/device. This includes operation, maintenance, repair, replacement and any associated testing costs required for the BFP device. That tenant also has the responsibility to fund changes to their equipment when there are changes to the environmental regulations (EFGS, CNIC instruction, etc.) or deficiencies discovered during an environmental study or inspection.

13. Consumer Education Literature. General consumer education literature may include posters, informational flyers, and articles to be printed in the base newsletter and/or newspaper on a periodic basis. Training can be incorporated into general stand-up training.

14. Periodic Review. The Site Program Coordinator has the responsibility to review/update this instruction annually.

D. W. CARPENTER

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DEFINITIONS

Air Gap (AG): A physical separation between the free flowing, unobstructed discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An "approved air gap separation" shall be at least double the diameter of the supply line measured vertically above the top rim of the vessel and in no case shall the distance be less than one (1) inch.

Atmospheric Vacuum Breaker (AVB): A device containing a float-check valve, a check seat, and an air inlet port. When water flows through the device in the proper direction the float seals the air inlet port, preventing air from entering the system. With no water flow, or reversed flow through the chamber, the float will fall, forming a check valve. Air entering the system through the air inlet port breaks the vacuum and prevents backsiphonage.

Backflow: The reversal of flow of undesirable (non-potable) liquids, gases, or solids into the distribution piping of the potable water supply. This is created due to the existence of a pressure differential where the pressure on the non-potable side is greater than the pressure on the potable side. There are two different types of backflow: backsiphonage and backpressure.

Backflow Preventer (BFP): A "backflow preventer" shall mean any approved device or assembly or piping arrangement (ie., air gap) used to prevent backflow into a potable water system.

Backflow Preventer Assembly: An assembly has a resilient seated, full-flow shutoff valve before and after the BFP making it testable in-line. The assembly is shipped with the shutoff valves attached to the BFP. An assembly is labeled with the manufacturer's symbol, the size and model number, the working pressure, and the direction of flow. Parts for the approved assembly are provided for a minimum of 7 years after the sale of the assembly. The term "assembly" would refer to the RPZ, RPDA, DCVA, DCDA, and the PVB.

Backflow Preventer Device: A mechanical BFP with no built-in shutoff valves or test cocks. This definition is used to differentiate a "device" from an "assembly" and would refer to the AVB, HBVB, and the DC.

Backpressure: A condition in which the pressure in a non-potable system is greater than the pressure in the potable water distribution system. The pressure will cause non-potable liquids to flow into the potable water distribution system through cross-connections.

Backsiphonage: Reversed flow of liquid caused by a partial vacuum in the potable water distribution system.

Contamination: Impairment to the quality of water which creates an actual hazard to the public health through poisoning or through the spread of disease by sewage, industrial fluids, or waste.

Cross-Connection: Any physical arrangement whereby a public water system is connected, directly or indirectly, with any other water supply system, sewer, drain, conduit, pool, storage reservoir, plumbing fixture, or other device which contains, or may contain, contaminated water, sewage, or other waste or liquid of unknown or unsafe quality which may be capable of imparting contamination to the public water system as a result of backflow. Bypass arrangements, jumper connections, removable sections, and swivel or changeover devices through which, or because of which, backflow could occur are considered to be cross-connections.

Cross-Connection Control and Backflow Prevention: The use of approved assemblies, devices, air gaps, associated methods and procedures, etc., to prevent contamination or pollution of a potable water supply through cross-connections.

Degree of Hazard: The danger posed by a particular substance or set of circumstances. Degree of hazard is divided into health hazard and non-health hazard, both of which are defined below.

Double Check Valve Assembly (DCVA): An assembly composed of two single, independently acting, approved check valves, including tightly closing shutoff valves located at each end of the assembly and fitted with properly located test cocks.

Double Check-Detector Check Assembly (DCDC): A specially designed BFP composed of a line-sized approved DCVA with a specific bypass water meter and a meter-sized approved DCVA assembly to detect leakage or unauthorized water use.

Facility: Any individual building, structure, or outdoor recreational area to which potable water service is provided. This term does not refer to the land mass encompassed by the Navy or Marine Corps Activity.

Health Hazard: A cross-connection or potential cross-connection involving a contaminant in sufficient concentration to spread disease or cause death.

High (Health) Hazard: If a backflow was to occur, the resulting effect on the water supply could cause illness or death if consumed by humans. The foreign substance may be toxic to humans either from a chemical, bacteriological, or radiological standpoint. Detrimental health effects of these contaminants may result from short or long term exposure.

Hose Bibb Vacuum Breaker (HBVB): A device composed of a single, spring-loaded check valve and atmospheric venting feature which may be connected to a standard hose-threaded faucet for the purpose of preventing backflow through the hose bibb. This device does not have test cocks and is not approved by the University of Southern California FCCCHR.

Low (Non-Health) Hazard: If a backflow was to occur, the resulting health significance would be limited to changes in the aesthetic quality, such as taste, odor, or color. The foreign substance must be non-toxic and non-bacterial in nature, with no significant health effect.

Non-Health Hazard: A cross-connection or potential cross-connection involving any pollutant or contaminant (at low levels) that will not create a health hazard but will create a nuisance, or be aesthetically objectionable, if introduced into the potable water supply.

Non-Potable: Any liquid that is not safe for human consumption.

Non-Toxic: Not poisonous; a substance that will not cause illness or discomfort if consumed.

Pathogen: A disease-causing agent or organism.

Person: Any individual, corporation, company, association, partnership, State, municipality, utility district, water cooperative, or Federal Agency.

Potable: Water (or other liquids) that is safe for human consumption.

Pressure Vacuum Breaker (PVB): An assembly that is similar to an AVB except that the checking unit "poppet valve" is activated by a spring and it comes equipped with two shutoff valves and two test cocks. This type of vacuum breaker does not require a negative pressure to react and can be used on the pressure side of a valve.

Reduced Pressure Principle Assembly [also known as reduced pressure or reduced pressure zone (RPZ) BFP]: An assembly containing two independently acting approved check valves together with a hydraulic operating, mechanically independent pressure relief valve located between the check valves and at the same time below the first check valve. The unit includes properly located test cocks and tightly closing shutoff valves at each end of the assembly.

Reduced Pressure Principle-Detector Assembly (RPDA): A specially designed BFP composed of a line-sized approved RPZ with a specific bypass water meter and a meter-sized approved RPZ to detect leakage or unauthorized water use.

Residential Dual Check Valve (DC): A device, consisting of two independently acting check valves, which is inserted directly in the water line normally at a meter box. This device is sized for lines 1.25 inches or smaller and would normally be used for single family or duplex residential service lines. This device has no test ports and for this reason is not approved by the University of Southern California FCCCHR.

Toxic: Poisonous; a substance capable of causing injury or death. A toxin may be ingested, inhaled, or absorbed through the skin.

Water Distribution System: The water system as owned and operated by the Department of the Navy. This system includes all sources, facilities, and appurtenances such as valves, pumps, pipes, conduits, tanks, receptacles, fixtures, and other equipment used to convey, treat, or store potable water for consumptive use.

TEST AND MAINTENANCE REPORT

CUSTOMER: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

LOCATION OF ASSEMBLY: _____

TYPE OF ASSEMBLY: RP☐ DC☐ PVB☐ SIZE_____

MANUFACTURER: _____ MODEL: _____ SERIAL NO: _____

GAUGE MANUF: _____ SERIAL NO.: _____ DATE CALIBRATED: ____

CHECK VALVE #1	RELIEF VALVE	CHECK VALVE #2	PRESSURE VACUUM BREAKER
☐ leaked or ☐ closed tight	opened at: _____psi Or did not open ☐	☐ leaked or ☐ closed tight	air inlet: did not open☐ Or opened at: _____psi
Gauge pressure across Check valve _____psi	Outlet shut-off valve: ☐ Leaked ☐ closed tight	Gauge pressure across Check valve _____psi	Check Valve: leaked ☐ Or held at _____psi
☐ Cleaned only Replaced: Rubber kit ☐ CV assembly or ☐ Disc ☐ O-rings ☐ Seat ☐ Spring ☐ Stem/guide ☐ Retainer ☐ Lock nuts ☐ Other ☐	☐ RV cleaned only Replaced: RV rubber kit ☐ RV assembly or ☐ Disc ☐ Diaphragm (s) ☐ Seat ☐ Spring ☐ Guide ☐ O-rings ☐ Other ☐	☐ Cleaned only Replaced: Rubber kit ☐ CV assembly or ☐ Disc ☐ O-rings ☐ Seat ☐ Spring ☐ Stem/guide ☐ Retainer ☐ Lock nuts ☐ Other ☐	☐ Cleaned only Replaced: Rubber kit ☐ CV assembly ☐ Disc, air inlet ☐ Disc, CV ☐ Seat, CV ☐ Spring, CV ☐ Retainer ☐ Guide ☐ O-rings ☐ Other ☐
Gauge pressure across Check valve _____psi	Relief valve opened at _____psi	Gauge pressure across Check valve _____psi	Air inlet _____psi Check valve _____psi

REMARKS: _____

_____

_____

I hereby certify that this data is accurate and reflects the proper operation and maintenance of the assembly.

TESTER: _____ CERT No.: _____ DATE: _____
TIME: _____

This Assembly: PASSED ☐ FAILED ☐ BUFFER: _____PSI
If Assembly Failed: Service Ticket Number (for follow up action): _____
Are there any other cross connection issues in the general vicinity of this work (Y/N): _____
If yes:
Short description of cross connection: _____
Service Ticket Number: _____

ANNUAL TEST NOTIFICATION - FINAL NOTICE

Date

Customer's Name
Customer's Address
City, State, Zip

FINAL NOTICE

Subject: Required Annual Field Testing of Backflow Prevention Assemblies

Dear Customer:

On ***[date of mailing]*** a notification letter was provided to you as notification of the testing requirements of existing backflow prevention assembly(s) installed at the referenced address. NAVFAC NSA Naples's policy requires annual field testing and maintenance of your backflow prevention assembly(s). In order to insure that testing and maintenance is performed properly, we have enclosed the "Test and Maintenance Report" form, which must be completed by a certified backflow prevention tester and returned to this utility. Our records indicate that we have not received the "Test and Maintenance Report."

You are hereby given notice to comply with the testing requirements set forth in NAVSUPPACTNAPLESINST 5090.10

Within 30 days of the date of this letter, please provide us with the following information:

a. A copy of the completed test form with completed field test results; or

b. A written explanation on why the field test has not been performed; or

c. Written confirmation that you will attend a Show Cause hearing at the Utility Administrative Building, located at ***[address]*** on ***[date]***.

If you fail to respond to this letter, and in order to reduce potential danger to public health via potable water contamination, Public Works will secure the water service to your facility on ***[date]***.

Please contact me at ***[your phone number]***.

Sincerely,
[Your Name]
Public Works Department ***[PWD]***
Facilities Management Director

PROGRAM NON-COMPLIANCE LETTER

Date

Customer's Name
Customer's Address
City, State, Zip

SUBJECT: Discontinuance of Water Supply

Dear Customer:

You have not complied with the notifications of NAVFAC NSA Naples, and in accordance with NAVSUPPACT NAPLES INST 5090.10 the water supply to your activity, located at ***[address]***, will be disconnected at the end of 60 days. The water service will remain secured until you have complied as required by NAVSUPPACT NAPLES INST 5090.10

If you have any questions, please contact me at ***[your phone number]***.
Sincerely,

[Your Name]
Public Works Department ***[PWD]***
Public Works Officer